

4-7712-

26 October 1953

**MEMORANDUM FOR:** Acting Deputy Director (Administration)

**SUBJECT :** Administrative and Technical Study of Certain  
OCI Publications

1. Attached is a report on the administrative and technical study of certain OCI publications which was made by [REDACTED] of the Printing Advisory Staff of this office.

2. You will note that this study has been concurred in by the Chief, Secretariat, Publications Board and the AD/CI.

3. The recommendations made in this report will greatly facilitate production of the reports and will eliminate the problem of stocking preprinted sheets on which the reports are produced. Monetary savings are estimated at \$4,625.00 per year.

4. The report is forwarded for your information and concurrence and this office will take such action as necessary to implement the recommendations.

5. It is requested, after review of the attached study, that same be returned to this office for our file.

STATINTL

[REDACTED]  
Chief, General Services Office

STATINTL

**Enclosure**

1. Report